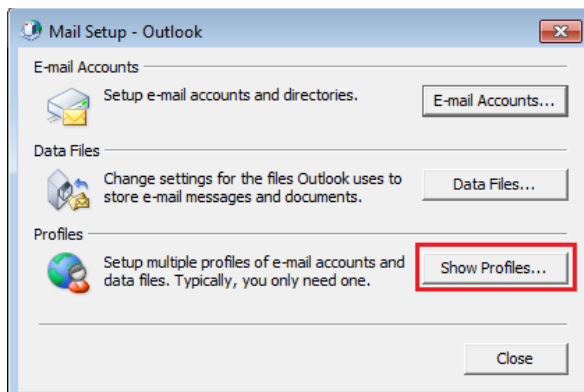


How to Configure Outlook 2010

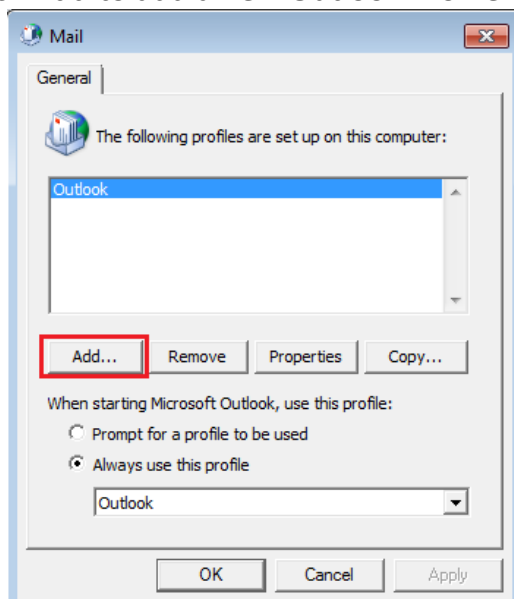
1. Make sure you have closed Outlook before beginning the following steps.
2. Open the **Control Panel**, by clicking on **Start** and then selecting **Control Panel**.
3. If you are running Windows 7, click on **User Accounts and Family Safety**. If you are running Windows XP, make sure you are in the **Classic View** and you see the Mail icon.
4. Double-click the **Mail** or **Mail (32-bit)** icon depending on the Windows version that you are running.



5. Click on Show Profiles

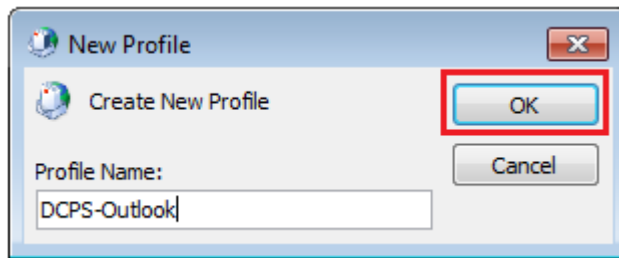


6. Click **Add** to add a new Outlook Profile.



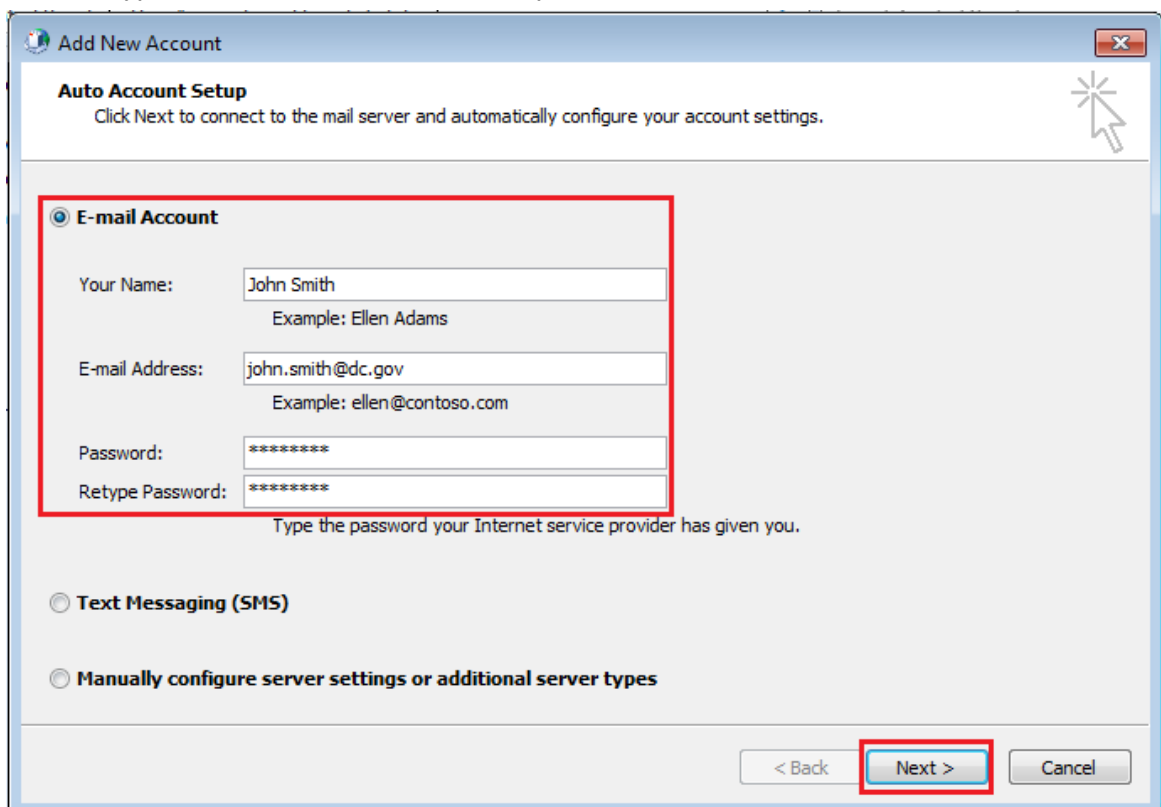
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7. Enter **DCPS-Outlook** as the new Outlook Profile name and press **OK** to continue.



8. At the **Add New Account** screen enter the following information and click **Next**:

- Name: John Smith
- Email Address: john.smith@dc.gov
- Password: Your DCPS AD password
- Retype Password: Your DCPS AD password

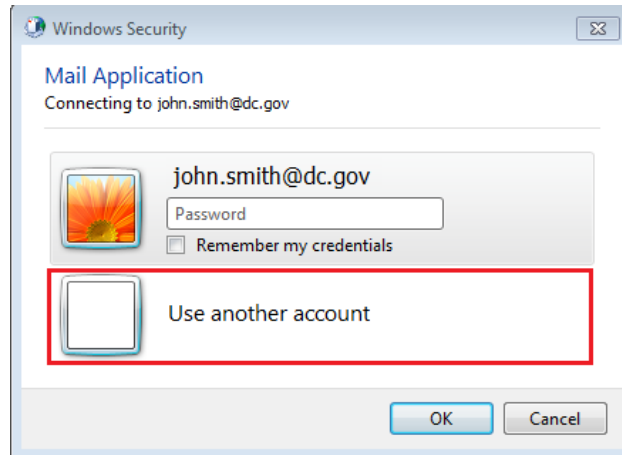


9. If your computer is not joined to the DCPS network (HQ domain) or if your

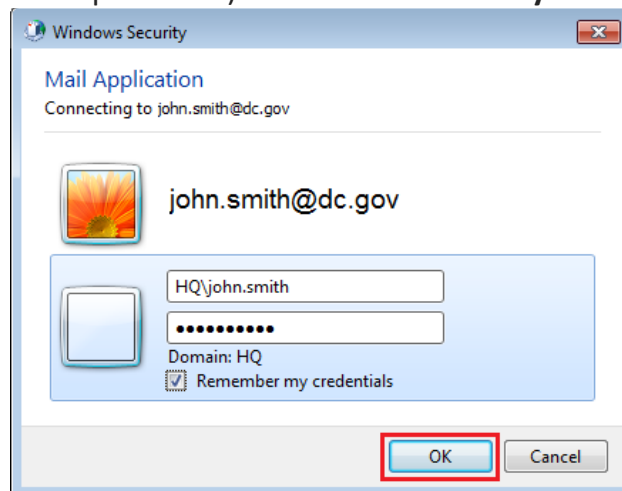
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computer is currently not on the DCPS network, you will receive an additional prompt to enter your password.

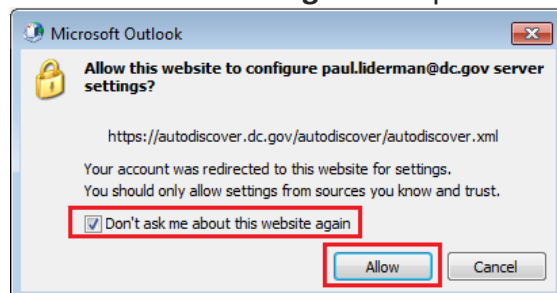
A. Select **Use Another Account**.



B. Enter your **DCPS username** and **password** (e.g.: HQ\username, and DCPS password) select **Remember my credentials**, press **OK**.

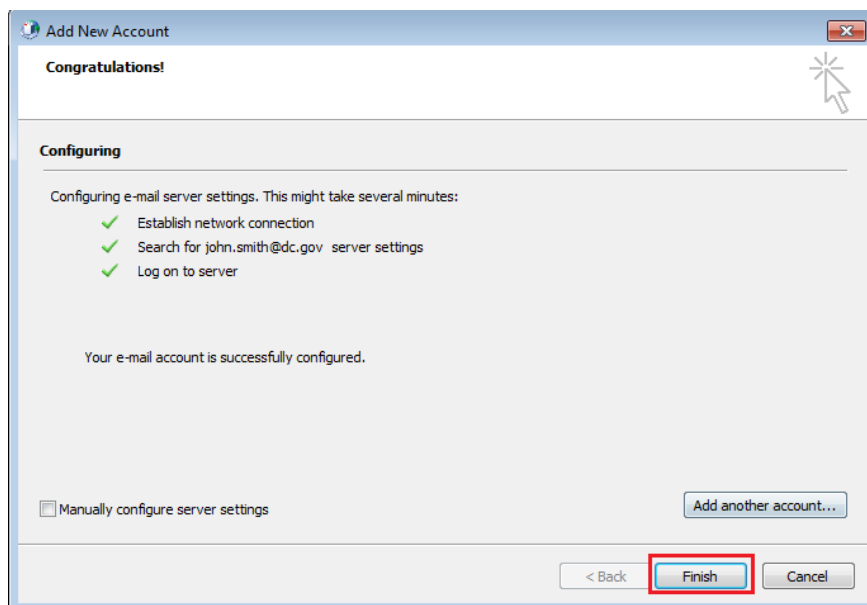


10. When prompted for the Autodiscover information, check **Don't ask me about this website again** and press **Allow**.

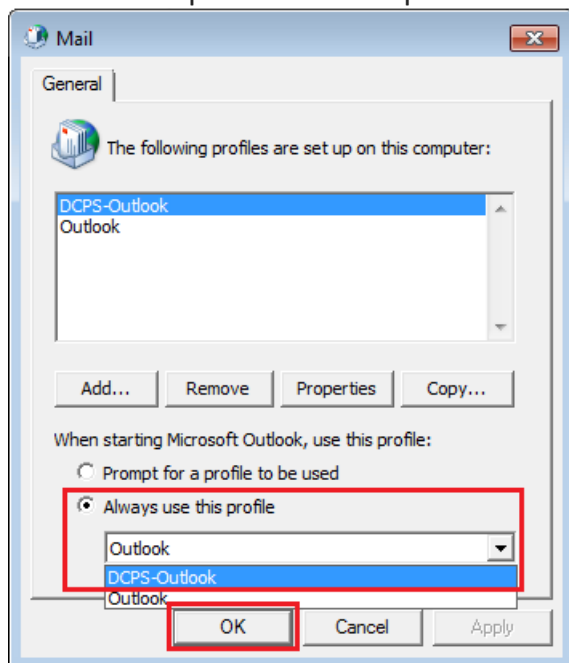


11. Click **Finish** to complete the Setup.

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12. Make sure that **Always use this profile** is selected and select DCPS-Outlook from the dropdown list and press **OK**.



13. Launch **Microsoft Outlook** to connect to your DCPS mailbox.